

RFP Community Development Consultant, Contract # STA19001-Community

Response to Questions Received by March 12, 2019

Answers Posted: March 19, 2019

RFP Question and Answer Process The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than March 12, 2019. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by the date of March 19, 2019. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted. Section number Paragraph number Page number Text of passage being questioned Questions not submitted electronically shall be accompanied by a CD and questions shall be formatted in Microsoft Word.

SECTION #	PARAGRAPH #	PAGE #	TEXT REFERENCE	QUESTION	RESPONSE
II. Scope of Services	1	2	This Request for Proposal seeks to enter into a Professional Services Contract with an entity or individual	Does the State have a preference at this point for an "individual" or a consulting firm, and does individual in this case mean a full-time State employee?	The State does not have a preference. "Individual" means the common definition, "a single human being as distinct from a group, class, or family."
II. Scope of Services	1	2	The individual will work with towns that have a designated Downtown Development District and with those who are seeking to become a designated Downtown Development Districts in the future.	Does the State envision individual meetings and relationships with each DDD, or would a proposal that suggests joint workshops be one that is favorably received?	The State is seeking creative solutions that can maximize the Return on Investment of public funds. This RFP is deliberately open to exploring experience-based and/or research-based proposals.
IVC. RFP Evaluation Process	Criteria Box	13	No mention is made of preference for in-state vendors or for minority or woman owned firms.	Will the State give points or preference for in-state or minority or women owned firms?	The State will provide points for criteria that are outlined in the rubric within the RFP.
V. Contract Terms and Conditions	1	14	If no state contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties.	Would this include the securing of meeting space where workshops or other joint meetings of the DDDs is envisioned, or would the State arrange to secure such space?	The State is not assuming responsibility for arranging meeting space.

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Appendix B	3	42	The successful entity or individual will work with towns that have a designated DDD and with those who are seeking to become a designated DDD in the future	How many active and potential DDD's are anticipated to be involved with this consulting	The State anticipates that each potential vendor will submit a proposal that describes the scope of work they will provide and the DDD's they are committing to serve with their response. Respondents will also be expected to work with non-DDD designated municipalities as need arises.
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The following questions were submitted but did not comply with the required format:

1. Considering there are eight current DDDs and another round on the way, does the state expect to focus this scope on a certain subset of designated towns? **See response to Appendix B question above.**
2. Is the consultant expected to prepare actual marketing collateral material or merely serve in an advisory role? **See response to Scope of Services II response above.**
3. Does state expect contractor to do economic evaluations of potential economic development projects (or merely identify and propose potential use of incentives for projects)? **See response to Appendix B question above.**
4. How much public outreach and stakeholder engagement are you expecting for each community? **See response to Appendix B question above.**
5. For those areas that overlap with federal Opportunity Zones, do you expect the consultant to build a tailored OZ strategy and marketing efforts for the applicable DDD? **See response to Appendix B question above.**
6. A \$50k budget is tight to provide customized economic development strategies to several municipalities. Is there any consideration of increasing the budget for the first year? **No.**